

National Priority 8: Strengthen Planning and Citizen Preparedness Capabilities

The program managers for this vary based upon the target capability.

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This section is intended to address issues such as:

Associated Capability: Planning

- Are the plans adequate?
- Are the plans feasible?
- Are the plans acceptable?

Associated Factor: Continuity of Operations / Continuity of Government

Evaluate existing formal plans. The discussion should include how the State supports:

- COOP Program Management Roles and Responsibilities
- Essential Functions and Supporting Dependencies
- Supporting Personnel, Vital Records, Equipment, Supplies, and Vendors
- COOP Employee Roster
- Hazard and Vulnerability Assessment
- Orders of Succession/ Delegation of Authority
- Alternate Facilities
- Interoperable Communications
- Devolution of Direction and Control
- Vital Records

Associated Capability: Citizen Evacuation and Shelter-in-Place

Evaluate existing formal plans. The discussion should include how the State supports:

- Formally identified high-hazard areas with a greater likelihood of mass evacuation
- Designated primary and alternate evacuation routes for major Urban Areas
- Formal time periods for implementing mass evacuation plans
- Mass care facilities designated in relation to evacuation routes
- Designated public transportation resources
- Schedule of planned exercises to test mass evacuation plans, to include the participation of the public and the media
- To include timely and effective public alerts and warning
- To provide targeted support for populations that may be unable or unwilling to take independent effective protective action without additional assistance
- Actions being taken to ensure that evacuation planning is mutually supportive among contiguous jurisdictions and States, uses all available transportation modes (ground, rail, air, and sea) and resources, identifies routes of egress/ingress, and identifies destinations and shelter options for displacement populations

Associated Capability: Mass Care (Sheltering, Feeding, and Related Services)

Evaluate existing formal plans. The discussion should include how the State supports:

- Addresses animal care and control including proper identification, evacuation, and sheltering
- Thoroughly describes conditions under which mass care services will be provided and methods to activate and manage facilities
- Thoroughly describes procedures for reporting the number of people staying at facilities, status of supplies, conditions at facilities and requests for specific types of support
- Thoroughly outlines processes to maintain a patient tracking system
- Describes procedures for licensing of out-of-State medical personnel to facilitate their rapid employment to the extent permitted under law
- Clearly provides for the collection, identification and care of human remains, determining the cause of death, inventorying personal effects and locating/notifying next of kin

Associated Capability: Critical Resource Logistics and Distribution

Evaluate existing formal plans. The discussion should include how the State supports:

- Thoroughly describes the means, organization and processes by which a jurisdiction will find, obtain, and distribute resources (including governmental and non-governmental goods and services) to satisfy generated needs, to include pre-incident analysis of resource priorities based on hazard analysis.
- Capability to identify, inventory, dispatch, mobilize, transport, recover, and demobilize and to accurately track and record available human and material critical resources throughout all incident management phases. Critical resources are those necessary to preserve life, property, safety, and security.
- Capability to effectively coordinate and manage the use of affiliated and unaffiliated volunteers and donations in support of domestic incident management.

Associated Capability: Community Preparedness and Participation

As you discuss your current level for the Community Preparedness and Participation capability, please provide information on the following:

- The establishment of Citizen Corps Councils as a collaborative structure and process for government

and non-government entities to participate in plan development at State and local levels:

- Does your State provide guidance for inclusion of all sectors on your State and local Councils? If so, describe the guidance.
- Does your State provide guidance for the inclusion of the Citizen Corps Council in Emergency Operations Plans (EOP) for the purpose of integrating non-governmental resources? If so, describe the guidance.
- Please provide several examples of how local jurisdictions have integrated non-governmental resources, including Voluntary Organizations Active in Disasters (VOAD), in EOPs.
- Education and training for the public in prevention, protection, response and recovery from all hazards at State and local levels:
 - Does your State require local jurisdictions to provide and report their preparedness and outreach efforts? Please describe any State-level guidance on educational preparedness.
 - Please provide a link to the State preparedness education and outreach web site.
 - Does the State provide guidance and collect information on local jurisdictions' public alert and warning plans, including systems for alerting when there is no power? Describe any State level guidance on this topic.
 - Estimate a percentage of local governments who have a plan for alerting and warning the public during an emergency.
 - Estimate a percentage of local governments that provide education and training to the public, prior to an incident, on local protective actions including alerts and warning systems, local shelter plans, and evacuation plans.
- Volunteer opportunities in public safety for year round and surge operations at the local level:
 - Estimate a percentage of local jurisdictions that have three or more Citizen Corps Partner Programs (i.e. Community Emergency Response Team (CERT), Volunteers in Police Service, Neighborhood Watch/USAonWatch, Fire Corps, and Medical Reserve Corps)?
 - Estimate a percentage of local Citizen Corps Councils that include representatives of three or more Citizen Corps Affiliates. (For a complete list of Citizen Corps Affiliates, visit <http://www.citizencorps.gov/programs/affiliate.shtm>.)
 - Please provide anecdotal examples of how your Citizen Corps partner programs (i.e. Community Emergency Response Team (CERT), Volunteers in Police Service, Neighborhood Watch/USAonWatch, Fire Corps, and Medical Reserve Corps) contribute to preparedness by participating in: planning, preparedness education and training, exercises, and response.
- General public, volunteers, and non-governmental entity participation in incident response according to plans and training at the State and local levels:
 - Please provide how State plans include coordination and management of affiliated and unaffiliated volunteers during a response.
 - Estimate the percentage of local governments with a plan for managing affiliated and unaffiliated volunteers to provide support during a response.
 - Estimate a percentage of local governments with a plan for quickly deploying non-governmental resources using stand-by contracts and MOUs.

National Priority 8: Strengthen Planning and Citizen Preparedness Capabilities

A. Accomplishments

Planning Capability:

Over the past few years, several advancements have been made with Virginia emergency preparedness planning—particularly with the Commonwealth of Virginia Emergency Operations Plan (COVEOP), continuity of operation planning (COOP), and hazard mitigation planning. Information on these accomplishments is as follows:

- In 2007, major revisions to the COVEOP were made. The new version:
 - Embraces NIMS concepts and principles
 - Aligns with the National Response Plan and draft of the National Response Framework
 - Merges with National Preparedness Guidelines
 - Places the Response Plan and Recovery Plan in the same document to ensure seamless operations response throughout the course of any hazard
 - Incorporates 17 Emergency Support Function (ESF) Annexes in a completely revised format from the 15 alpha-identified Emergency Response Functional Annexes included in the COVEOP, 2004/2005 edition
 - Encompasses six Support Annexes that address functions applicable to the very type of disaster or event
 - Reduces the volume of paper and number of documents to six from the previous 8 volume set
 - Includes Pet Evacuation and Sheltering component consistent with SB-787 (2007 Session of VA General Assembly) in SA#6
 - Incorporates an upgraded Family Assistance Plan compact (in ESF #6)
 - Includes the following new sections:
 - Mass Evacuation and Sheltering Plan including the *Virginia Evacuation Coordination Team for Operational Response (VECTOR)*—Support Annex 6
 - ESF 16—Military Support: Integrates all military support actions and resources as part of the VERT in support of the overall mission of emergency management in the Commonwealth
 - ESF 17—Volunteer and Donations Management: Located in a separate annex more easily accessible for purposes of coordination, command, and control than within the previous ESF #6; still integrates with appropriate ESFs as deemed appropriate.
- The VDEM Planning Division has hired four new regional planners as part of the 2006 SHGP. The Northern Virginia region has one dedicated planner and the other three planners each have two of the remaining 6 VDEM regions.
- Community Preparedness and Participation has been added to Emergency Support Function (ESF) 17 of Virginia's EOP. The ESF staff, in addition to the VA Volunteer Coordination Program Manager and Deputy Manager, there will be three or four

reservists, a VOAD representative, and a Public Information Officer present in the EOC during activation. Each of these individuals has two substitutes to support continuous operation.

- A Continuity of Government plan, which includes protocols and procedures for the closure of Capitol Square and adjacent buildings, is currently in place and tested/revised annually.
- Virginia has created a COOP template to facilitate the planning process and hired a COOP planner but did not do so with HSGP monies.
- 105 COOP Plans have been received by VDEM. Seventeen plans are currently outstanding, and 14 plans have been assessed to date. A total of 122 COOP Plans are scheduled to be assessed by November 30, 2007. After the assessment, VDEM plans training to correct common deficiencies. A COG Plan will be developed within each Secretariat by November 30, 2007 to include an overarching Logistics Plan. A local government COOP toolkit is also under development. VDEM has been providing local technical assistance and working with the Virginia Association of Counties on this process.
- In the Hampton Roads area, made up of hurricane risk jurisdictions, regional efforts include economic development, environmental planning, evacuation planning with VDOT for hurricane response operations and debris management planning for disaster recovery operations.
- In Northern Virginia, jurisdictions developed MOAs with federal agencies (federal court house) and MOU's among the adjacent jurisdictions (fire and police) and participate in the National Capital Region's planning efforts.
- The State's risk profile is identified in the State's Hazard Mitigation Plan for natural, technological, human, and hazmat events. The assessment indicates natural events (blizzards, ice storms, and winter storms) pose the highest threat to the Commonwealth, and technological hazards (infrastructure failure) pose the lowest threat. The Virginia Standard Hazard Mitigation Plan also provides guidance for hazard mitigation and the prevention or reduction of harm to citizens and critical facilities. Agency Continuity of Operations Plans, agency strategic plans, and the Commonwealth of Virginia Emergency Operations Plan (EOP) all support this plan. This plan, in turn, is one of eight volumes that constitute the Commonwealth of Virginia EOP.
- In Region V, annual regional Health Organizations Emergency planning seminars (HOEPS) are held for nursing homes, assisted living facilities, group homes, home health agencies, and dialysis centers. Specific accomplishments include:
 - Facilities have been added to the Hampton Roads WebEOC.
 - Facilities have a point of contact at the regional social services office to assist with planning, questions, etc.
 - Emergency planning templates have been developed to assist facilities with planning for evacuation and sheltering-in-place.
 - Some facilities now have plans and supplies to shelter-in-place beyond 3 days; often up to 7 to 10 days.
- The Hampton Roads Region has completed a study of the special needs population, including individuals without transportation. This raw data provides the first step of developing a plan to evacuate and shelter individuals with special needs during an emergency.

Community Preparedness and Participation Accomplishments:

The Volunteer Coordination Office within the Planning, Training & Exercise Division of VDEM is responsible for the oversight and coordination of statewide Citizen Corps Program (CCP) and the Citizen Emergency Response Team (CERT) programs. It also provides direction and coordination for other volunteer programs initiated at the State and local/community levels for disaster volunteer missions. The training and coordinating activities of these programs are all based on the concepts and processes of ICS and NIMS. More information on specific programs and accomplishments is as follows:

Citizen Corps Program and Virginia Citizens Corps

The mission of CCP is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response and recovery. The FY 2007 CCP funds provide resources for States and local communities to:

1. Bring together the appropriate leadership to form and sustain a Citizen Corps Council
2. Develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation
3. Conduct public education and outreach
4. Ensure clear alerts/warnings and emergency communications with the public
5. Develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities
6. Facilitate citizen participation in exercises
7. Implement volunteer programs and activities to support emergency responders
8. Involve citizens in surge capacity roles and responsibilities during an incident in alignment with Emergency Support Functions and Annexes
9. Conduct evaluations of programs and activities

Although the Homeland Security Grant Program provides primary funding for the program, CCP has worked diligently with other State agencies, localities, industries, and non-profit organizations to use all available resources to expand and sustain the program across the State. In particular, CCP coordinates with VDEM's Public Affairs Office to provide guidance to citizens wishing to volunteer or make donations.

In 2001, Governor Warner created Virginia Citizens Corps to help localize CCP. The Virginia Citizens Corps involves citizens in preparedness efforts. There are 54 Citizen Corps Programs in Virginia, reaching approximately 75 percent of Virginia's population, and the Danville Team recently received a Presidential Award for its work.

Community Emergency Response Teams

Over 50 Community Emergency Response Teams, consisting of over 2,000 trained volunteers total, have been established throughout the Commonwealth. CERT trainings are mostly conducted in a train-the-trainer format. Two State agencies and six universities have implemented CERT training, and both Nextel and PBS are active private sector partners—conducting CERT training for their employees at regular intervals. Virginia conducts both Campus CERT trainings and Teen CERT trainings. The newest CERT program (conducted in Pittsylvania County) is a seniors program that focuses on matching CERT members with people who do not have family members to provide them with assistance.

As a result of the above efforts, CERTs played a major role in the responses to Hurricane Isabel, the flooding in Tazewell County, a severe tornado in Danville County, and during a TB public health incident in Chesapeake.

Medical Reserve Corps

The Medical Reserve Corps (MRC) program is becoming more regional, and VDEM (along with the Department of Social Services) has hosted, and will continue to host, special needs workshops throughout the State.

Neighborhood Watch

Neighborhood Watch and Volunteers in Police Service programs now include 4,794 groups across Virginia, averaging 66 households each. These groups have started forming partnerships with local CERT programs to increase enrollment.

Volunteer Training

The Commonwealth has reviewed effective volunteer training programs established in other states and developed a model plan based on this review and input from stakeholders from across the region. A training program has been developed, with a train-the-trainer component, and the plan has been both tested and exercised.

Personal Preparedness Activities

Private and public sector entities (to include, but not limited to, Red Cross, FEMA/Emergency Management Institute, Virginia (National) Crime Prevention Association, CERT, Department of Justice) are partnering in an effort to define and communicate the services they provide in the Commonwealth. These groups provide outreach materials as well as education and training programs.

Continuity of Operations / Continuity of Government Accomplishments:

As previously mentioned, Continuity of Operations Planning (COOP) has been a primary focus for Virginia over the past few years. Accomplishments in this arena include the following:

- The Governor mandated COOP through Executive Order 44, which includes colleges and universities. The administration also currently has a COOP working group in place.
- The plans for the executive branch of government are complete with plans to complete all three branches by the end of 2008. The current COG plans are functional but not elaborate and will undergo revision based on a tabletop exercise.
- Using funding from the SHSGP, the Commonwealth has designated a site and started an off-site mail processing program to serve the entire Capitol Complex. Notification procedures have also been established if hazardous materials are detected.
- A local government COOP toolkit is under development. VDEM has been providing local technical assistance and working with the Virginia Association of Counties on this process.
- 105 COOP plans from individual jurisdictions have been received by VDEM. Seventeen plans are currently outstanding, and 14 plans have been assessed to date. A total of 122 COOP Plans were assessed in 2007 and 2008. VDEM plans to conduct training to correct common deficiencies.

Critical Resource Logistics and Distribution Capability Accomplishments:

Planning for critical resources during emergency — particularly typing resources according to NIMS standards and establishing Points of Distribution (POD) sites has been an ongoing initiative throughout Virginia. Accomplishments regarding critical resources and distribution are as follows:

- As of 2007, 45 of Virginia's 134 jurisdictions have provided an inventory of their resources.
- The Virginia Department of Health has located 355 PODs for on-scene dispensing of the appropriate antidotes. These sites, when mobilized, will be staffed by members from one of the 26 Medical Reserve Corps units located within the State.
- Resource Management has initiated a new program for collecting resource data from Localities and State Agencies--resulting in better requesting, tracking and documentation accountability of commodities.
- Data collected will be combined into WebEOC Resource Manager and will be the Commonwealth's main database for Locality and Agency Resources.
- Forms are being developed that will be available for download to allow for better tracking of received resources.
- Region VII in particular has focused recently on the establishment of sites for PODs.

Citizen Evacuation and Shelter-in-Place Capability Accomplishments:

With plans already established in the Commonwealth for the evacuation of citizens, accomplishments in this area center around plan maintenance, the development of an evacuation communications plan, and the development of capabilities for evacuation and sheltering-in-place at the regional level.

- The Commonwealth of Virginia Evacuation Plan has been updated biannually, and Northern Virginia is working on a regional evacuation plan.
- A State Comprehensive Hurricane Evacuation and Sheltering Communications Plan is being developed. A first draft will be released in 2008 and will be further developed and tested in 2008 – 2010. OCP has the lead for this project and is working with VDEM, VDOT, VSP, DSS, and VDH.
- The VDOT hurricane evacuation plan provides a system to move evacuees out of hurricane-prone jurisdictions.
- The planning division at VDEM has been working on inmate evacuation and on transportation evacuation plans.
- Prince George County has increased the number of county employees required to be trained in shelter-in-place.
- Hanover County has increased lines of communication with the state for evacuation.
- American Red Cross has quarterly meetings to discuss shelter-in-place, mass care, etc.

Examples of Regional accomplishments are as follows:

- An evacuation plan has been drafted for Northern Virginia, and local plans within Region VII have been developed to coordinate with it. Additionally, Fairfax County has developed a special needs registry to assist individuals who need evacuation assistance and has likewise developed a DVD with shelter-in-place information for citizens.
- The Chesterfield Police Department in Region I has identified schools as evacuation centers and infrastructures needed to support. It has also conducted exercises annually and identified points of contact during exercises.
- Region I is working on pet placement during evacuation and shelter-in-place, and the Chesterfield Police Department has adopted a Pet Sheltering Plan.
- Region I has increased the number of generators and has MOU's with fuel companies.
- Alarm testing has been conducted in Hopewell for evacuations.
- Region I has increased partnerships with jails, private organizations, and labor unions to provide food, equipment, and shelters. These increased partnerships have also provided more volunteers.

Mass Care (Sheltering, Feeding, and Related Services) Capability Accomplishments:

From selecting shelter sites across the State to identifying additional workforce capacity for mass care, the following accomplishments have been made over the past few years:

- The Department of Social Services and the Virginia State police have selected shelter sites in the three zones (the State police is responsible for maintaining the list of locations).
- Region III has identified shelter facilities, and once a month, the emergency coordinator discusses emergency planning on a Charlottesville television station. In addition, local CERT teams are trained to educate the public about sheltering in place, evacuation, and other mass care issues.
- Region III has identified routes and highways for evacuation, and the local 9-1-1 Center has established a website to provide emergency information for mass care services.
- A shelter survey has been conducted for Northern Virginia, and agreements are in place with the American Red Cross for shelter assistance during a disaster.
- For DSS, "Identified Sites" refers to state funded colleges and universities that are located close to evacuation corridors and have large facilities suitable for shelter operations – A draft plan has been completed for this initiative.
- The Governor has approved an adjunct workforce composed of State employee volunteers who will staff these shelters.

B. Current Capabilities

Planning Capability:

- Regional and State/local strategic plans include, but are not limited to, the national mission areas of prevent, protect against, respond to, and recover from man-made and natural disasters and acts of terrorism.
- The strategic plan defines the vision, mission, goals, and objectives of the jurisdiction.
- The strategic plan addresses protection against, response to, and recovery from natural and manmade disasters as well as acts of terrorism.

- Improvement actions from after action reports (AARs) and lessons learned are implemented according to the scale of disaster(s) and/or through defined Federal mandate for schedule for completion.
- Continuity of Operation (COOP) plans describes how personnel, equipment, and other resources support sustained response/survivability and recovery for all sectors.
- Emergency response plans are consistent with the NRP and NIMS.
- Mutual aid assistance agreements are in place with contiguous jurisdictions.
- Pre-identified mechanisms to request assistance from counties, the State, or the Federal Government are in place.
- Plans are exercised and/or evaluated according to Homeland Security Exercise and Evaluation Program (HSEEP) requirements.

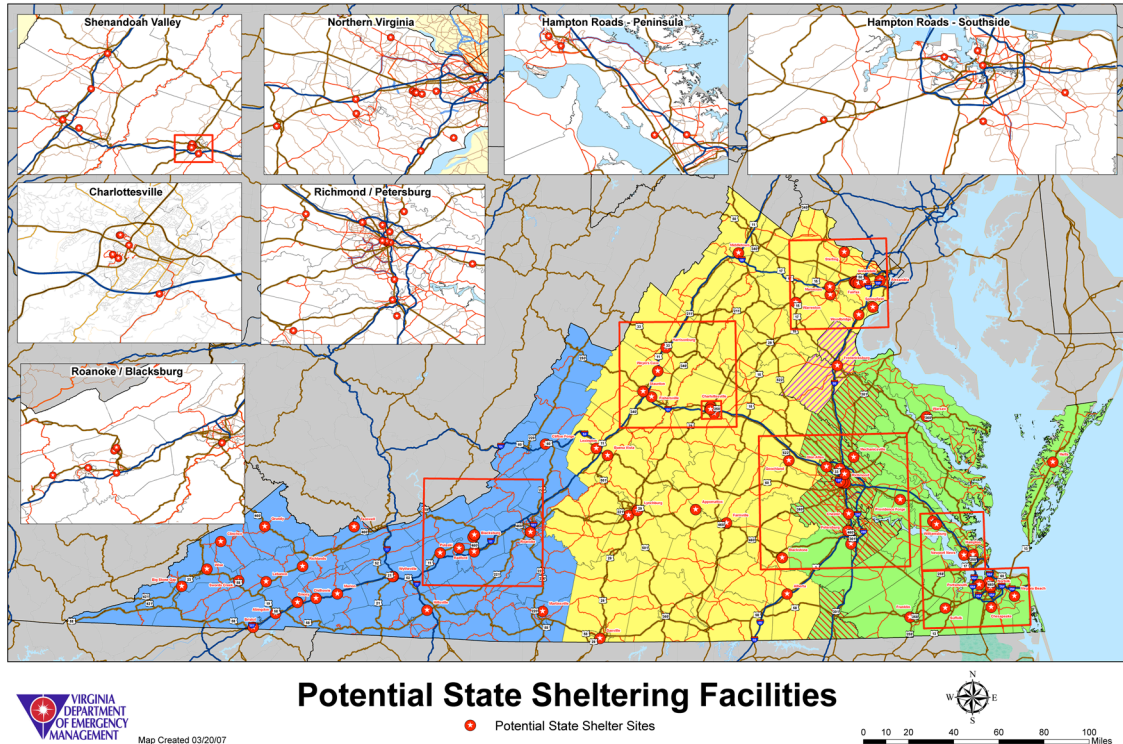
Citizen Evacuation and Shelter-in-Place Capability:

- Evacuation and shelter-in-place plans address the development and dissemination of accurate, timely, accessible information to public, media, and support agencies.
- Planning and informational materials to be released to the public for evacuation or sheltering in place have been shared with the servicing public safety communication centers and Public Service Answering Points (PSAPs).
- Plans addressing authority and decision-making processes for shelter-in-place and/or evacuations are in place.
- Nonprofit organizations/NGOs (e.g. the American Red Cross, Salvation Army, faith-based organizations) were actively engaged in plan development.
- Evacuation plan(s) identifying evacuation routes and traffic flow and control measures are in place.
- Plans identifying measures to ensure adequate services (e.g., gas, food, water, tow trucks, medical emergencies, etc.) along the evacuation route(s) are in place.
- Staff of agencies to be involved in evacuations/sheltering, staffing of shelters, logistical supply, and support of shelters have been trained.
- Local emergency response agencies/staff including public safety answering points are trained on local evacuation/shelter-in-place strategies.
- Citizen protection decision is coordinated with surrounding jurisdictions to support evacuation routes, and activate reception facilities and shelters.
- As an example of regional capabilities, the accomplishments in Region III have resulted in relationships being established between the key departments and agencies providing mass care. There is also a better understanding of which entities are responsible for various activities during emergencies.

Mass Care (Sheltering, Feeding, and Related Services) Capability:

- A mass care plan for the general population is in place.
- Mass care plan is integrated with plans for evacuation (e.g. evacuation routes to shelters are identified, exercise evacuation from various locations to local shelters).
- Shelter agreements for each jurisdiction are in place.
- Mass care plan addresses the safety and security of shelter facilities.
- The mass care plan includes MOUs with non-governmental organizations (NGOs) to provide personnel and equipment support following an incident.

- Mass care plan includes programs for recruiting volunteers.
- Training and exercise program for mass care personnel is in place and covers sheltering, feeding and bulk distribution services.
- Training and exercise program addresses common mass care issues (e.g. culture, language, accommodating people with disabilities in general population shelters etc.).
- Shelter staff is familiar with ARC/HHS Initial Intake and Assessment Tool that is used for initial screening of clients.
- The following map indicates pre-identified shelter sites:



Community Preparedness and Participation Capability:

- Plans include MOUs specific to non-governmental entities (e.g., personnel and resources).
- Volunteers provided surge capacity for ESFs and annexes, including Transportation, Communications, Mass Care, Resources Management, Public Health and Medical Services, Search and Rescue, Public Safety and Security, Long-Term Community.
- Non-governmental resources were quickly deployed using stand-by contracts, MOUs and MOAs.
- Jurisdictions outside of the incident impact area provided volunteer and donations support through pre-established mechanisms.
- Jurisdictions outside of the incident impact area provided mass care to evacuees, as needed.

Continuity of Operations / Continuity of Government:

- Continuity of Operation (COOP) plans describes how personnel, equipment, and other resources support sustained response/survivability and recovery for all sectors.

- Continuity of Government (COG) plans describe the continued functioning of constitutional government under all circumstances.
- Emergency response plans are consistent with the NRP and NIMS.
- Mutual aid assistance agreements are in place with contiguous jurisdictions.
- Aid assistance agreements or contracts with private organizations are in place.
- Pre-identified mechanisms to request assistance from counties, the State, or the Federal Government are in place.

Critical Resource Logistics and Distribution Capability:

- Plans and procedures address activation of the resource management system.
- Tracking and recording systems for resources are developed and tested.
- Resource and vendor lists are in place.
- Critical resource management plans are supported by standing contracts and/or emergency purchase mechanisms such as credit cards or debit cards (e.g. rapid purchasing mechanisms are in place for specialized resources such as GIS and cell providers).
- Pre-negotiated vendor contracts for critical resources and essential services are in place and maintained.
- Plans, procedures, and systems to pre-position resources in order to efficiently and effectively respond to an event are in place.
- Processes and procedures to ensure that resource providers are reimbursed in a timely manner are in place.
- Determination is made regarding whether assistance from outside jurisdictions (i.e. mutual aid, Emergency Management Assistance Compact (EMAC) is needed.
- Resources and personnel are cycled per the IAP.
- Plans and procedures address management of supplies (e.g., secure and appropriate storage, transportation through restricted areas, etc).
- Resources are returned to original provider.

C. Three-Year Targets

Planning Capability:

Target Description	Projected Completion Year	Status
90% of all jurisdictions will have completed a capability assessment on 20 of 37 target capabilities. This information will be recorded in the National Preparedness System.	2010	Open
The Commonwealth will have regional disaster plans to support preparedness, response, recovery and mitigation efforts across multiple jurisdictions within Virginia and across state lines.	2010	Open
All homeland security regions will have at least one regional planner with the two Virginia UASIs (Richmond and Hampton Roads) having two planners. (Note – Region VII has planners).		

10 of the 17 state mega shelters will be retrofitted to serve as shelters, have a shelter tracking system in place with trained volunteers, and a plan for pet care during a mass evacuation.	2010	Open
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Citizen Evacuation and Shelter-in-Place Capability:

Target Description	Projected Completion Year	Status
Region VII and V— All regional evacuation/mass care plans complete, synchronized and exercised; evaluation to identify and attain resources to support mass care as well as provide better support for individuals with special needs	2010	Open
	2010	Open
	2010	Open

Mass Care (Sheltering, Feeding, and Related Services) Capability:

In addition to the goals below, a retrofit project is scheduled for the year 2008 for the Zone 1 site – adding quick electrical connections into the electrical systems for standby generators.

Target Description	Projected Completion Year	Status
The shelter sites identified within the three zones must be evaluated. Zones 1 and 2 have had a physical on-site assessment completed of the potential sites. An engineering assessment has been completed on the zone 1 site. The engineering assessment for zones 2 and 3 is expected to be completed in the 2009-2010 timeframe to include the electrical quick-connect.	2010	Open
Virginia's institutions will be prepared to prevent and respond to man-made and natural disasters, and the Commonwealth will work with college and university officials to develop an emergency management plan, including an assessment of emergency sheltering capabilities.	2010	Open

Community Preparedness and Participation Capability:

Target Description	Projected Completion Year	Status
Rapidly identify, mobilize, and credential volunteers	2010	Open

responding to an emergency situation.		
Provide citizens information on how to respond to an emergency using feedback from survey and community preparedness survey.	2010	Open
	2010	Open

Continuity of Operations / Continuity of Government:

Target Description	Projected Completion Year	Status
Maintain the Continuity of Government (COG) and Continuity of (Government) Operations Plans (COOP), to include its essential functions and lines of succession, during man-made or natural disasters. The Commonwealth will also protect government facilities, personnel, and records vital to the functioning of the government.	2010	Open
Identify alternate sites and required resources to relocate government facilities and associated critical systems and services to maintain continuity of state operations during disasters	2010	Open
Ensure businesses have the required information, training, tools and established partnerships to prepare for, mitigate, respond to, and recover from man-made or natural disasters.	2010	Open
Complete COOP Plan assessments for all the remaining non-emergency response team State agencies	2010	Open
Strengthen State-level COOP Program and Resource Management capabilities	2010	Open
Develop an overarching emergency response, recovery and continuity of operations plan for the Virginia State Capitol Complex	2010	Open
Develop COOP Incident Management capacity for simultaneous multiple agency plan activation on a regional or statewide basis	2010	Open

Critical Resource Logistics and Distribution Capability:

Target Description	Projected	Status
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	Completion Year	
The Commonwealth will have regional disaster plans to support preparedness, response, recovery and mitigation efforts across multiple jurisdictions within Virginia and across state lines.	2010	Open
Regional committees have representation from a variety of NIPP sectors to contribute to recovery plans, identification of regional needs, training and exercises.	2010	Open
	2010	Open
	2010	Open

D. Initiatives

Regional planning staff augmentation will be provided to assist regional and local planning efforts including plan development, governance structure management, capability assessment, gap analysis and resource allocation. (Planning Targets 1, 2, 3 and Logistics Targets 1, 2)

Description

This investment will implement two related planning activities. For first activity is the placement of an EM regional planner in 6 of the 7 regions within Virginia. These planners will be hired through a local fiscal agent in each region and work across all regional jurisdiction on issues including Mutual Aid Agreements, Continuity of Operations Planning, Evacuation and Sheltering Plans, and serve as the planner to assist with regional issues including the management of the regional governance structure. The second activity is to provide staff augmentation for all seven regions the regional planners and EM in completing jurisdictional capabilities assessment. The data collected through this process will be entered into the National Preparedness System providing a planning tool for each jurisdiction, region and the Commonwealth of Virginia. During the three years of grant performance a total of 24 of the capabilities critical to Virginia will be assessed and documented.

Virginia has 7 homeland security regions encompassing 139 jurisdictions. Only 1 of the 7 has regional planners hired to focus on the planning needs of the localities. While state agencies have regional planners focused on planning needs of the state agencies, the localities rely on their EMs for all assessment, coordination, and planning functions. In some localities EMs may be part-time positions or have this function as one of many duties. The locality EMs may provide state metrics rather than focusing on implementing After Action findings and measuring local preparedness. A regional planner will be able to assist the localities by applying a systemic approach to identifying and implementing regional solutions and with deeper assessment and planning.

However the scope and depth of information captured by the new National Planning System requires more time than the UASI planner and local EMs have available. Focused support through contractor support to implement the NPS. This investment will provide all localities the opportunity complete detailed capabilities assessment and document the output in FEMA's

National Preparedness System. The NPS provides gap analysis and capabilities reports at the local/UASI levels to greatly improve the UASI/State's decisions on resources and priorities.

Prior to receipt of funding, each regional will ID a fiscal agent that will manage the funds for both the hiring and management of a regional planner as well as the support for capabilities assessment. The state and regions will agree upon the order of the 37 target capabilities to assess with priority given to the TCs identified in the 2008 State Preparedness Report, the UASI and the Virginia Homeland Security Strategies. The SAA will complete a procurement process providing a variety of support options for localities. This will provide contractual options without each region being required to conduct separate procurement processes. No HSGP funds will be used to complete these upfront activities.

This investment will addresses a planning gap in Virginia capabilities. This gap/solution was identified as part of the SPR stakeholder input sessions. Measurements will be used to set priorities for resources and provide a solid baseline for ongoing self assessment.

Geographic Scope:

This initiative impacts six of the seven regions. A total of eight regional planners will be brought on board across six regions to assist with planning and governance management. All seven regions will also have staff augmentation to assist with the assessment and documentation of target capabilities.

Program Management:

The Virginia Department of Emergency Management is the State Administrative Agency. The FY08 grant funds will be awarded to the SAA and the sub-awarded to seven jurisdictions. Each jurisdiction will have been selected by the region to serve as the fiscal agent and project manager for this investment. The SAA will also serve initially as the contract manager completing the statewide contract for vendor conducted capability assessments.

SAA procurement – The SAA has a full time procurement office managed by the Director of Purchasing. He has completed the Virginia Contracting Officer program and works closely with both the localities as well as the state's procurement governing body.

Locality project and contract management – Each region will select a fiscal and project agent to manage this investment. Criteria for selection include ample staff resources and qualifications, a record of appropriate fund usage and timely reporting, as well as positive audit reviews. The locality public safety entity selected to hire and supervisor both the regional planner as well as NPS contractor will have a Memorandum of Understanding with all regional jurisdictions outlining responsibilities and timelines. This entity will be required to be an active member of the regional governance structure (see below) and have a proven record of serving as the hub for regional preparedness needs.

Governance Structure – The SAA and Office of Commonwealth Preparedness have in place a Regional Preparedness Advisory Committee structure. This governance structure will be used to monitor the progress and effectiveness of this solution for the identified gap. The RPAC meets quarterly, involves multi-disciplinary representation from all public safety entities, NGO and

business/industry within the region. This governance structure is well into its second year of operation and, while each region is at a different level of maturity, the regions are being to understand how to maintain the communication and coordination between meetings. These seven groups are staffed by the SAA and OCP.

Develop a standard emergency management planning process for local governments and ensure state-level plans coordinate with federal initiatives. (COOP Targets 1,2,3,4,5,6,7)

Description:

This initiative will help bridge the knowledge and resource gap for emergency operations planning through the development, documentation and validation of a standard emergency management planning process and plan template for use by local jurisdictions, State agencies and State colleges and universities. In addition, jurisdictions receiving grant funding for plan development would agree to meet minimum emergency management training standards (as determined by VDEM) for their emergency management coordinators, deputy coordinators and emergency management planning staff. This will result in more comprehensive local plans employing appropriate NIMS components in all phases of emergency management, providing plan compatibility with State and NRF protocols and coordinating structures, and ensuring compliance with the EMAP standards for Disaster/Emergency Management and Business Continuity Programs. In addition to the above, the following actions will be (or are already being) taken as part of this initiative:

- The Commonwealth will revise the Virginia Emergency Response Plan to coordinate with the concept and format of the new National Response Framework (upon its release).
- Virginia VDH personnel are participating in working groups interfacing with DHS and the National Incident Management System Integration Center to provide feedback on the newly-developed plans for the Federal response. This task force recommends these groups include the Office of the Chief Medical Examiner to provide input into these plans and be part of the working groups for the DHS/State revisions to the National Response Plan.
- A Comprehensive Hurricane Evacuation and Sheltering Communications Plan is being developed. A first draft will be released in 2008 and will be further developed and tested in 2008 – 2010. OCP has the lead for this project and is working with VDEM, VDOT, VSP, DSS, and VDH.
- Local planning will be strengthened through the addition of three planners in the Local Planning Assistance Branch of the Preparedness, Training and Exercises Division. These planners have will be assigned by region primarily to assist localities; however, they will also assist regional efforts.
- The enhancement and expansion of current evacuation and shelter planning to a comprehensive statewide all-hazards evacuation and sheltering annex with a regional approach (NCR, Hampton Roads, Metro Richmond, etc.) that includes planning for special needs populations, the public transportation dependent and pets.
- The development of a Pandemic Influenza Incident Annex to the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

- Expand the review of COOP plans beyond State agencies that comprise the Virginia Emergency Response Team, to include all executive branch agencies and State institutions of higher education.
- A Catastrophic Incident Annex and supporting planning documents to the COVEOP will be developed to:
 - Ensure the resiliency of social services and ease enrollment processes in the event of a catastrophic event.
 - Fully address requirements for populations with special needs, particularly persons with disabilities.
 - Ensure prompt evacuation of patients (ambulatory and non-ambulatory) from health care facilities and provide a means for patient tracking throughout the health care system.
 - Strengthen regional planning and pre-event identification of potential assistance needs.
 - Ensure evacuation planning is mutually supportive among contiguous jurisdictions, states and the District of Columbia, use all available transportation modes and resources, identify routes of egress/ingress, and identify destinations and shelter options for displacement populations.

Geographic Scope:

This is a statewide initiative applicable to all political subdivisions as defined by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, emergency response team agencies of the State and State colleges/universities.

Program Management:

During the development phase, VDEM's Local Planning Assistance Branch Chief would serve as the link between VDEM's Senior Management Team, the stakeholder's group, the selected firm's project management team with appropriate stakeholder review of deliverables at pre-identified points during the project. VDEM's Senior Management Team would have final approval/authority for product acceptance. VDEM's Regional Coordinators would serve as the link between the local emergency manager/coordinator for advice, assistance and quality assurance. Matters of policy and funding would be directed to the Local Planning Assistance Branch Chief at VDEM, who would also monitor and report progress to the Senior Management Team.

The Commonwealth proposes to leverage the expertise of State-level emergency management planners and trainers, emergency management regional coordinators/planners and select local emergency management coordinators as a stakeholders group to identify appropriate the planning processes and planning standards to be employed at the local level, develop scope, deliverables and timeline for the project and RFP process, and select a qualified consultant/firm funded through homeland security grant funds to develop a standardize planning process, plan template and web-based tools for local use while providing the capability for state validation of process compliance, local plan content, and appropriate intra/inter-jurisdictional coordination. Once developed, localities would receive LEMPG funding for plan development with guidance, advice and assistance provided the local planning team through VDEM's Regional Coordinators and local Planning Assistance Branch.

***Coordinate Regional Planning Activities and Encourage Regional Planning Approach.
(Target Planning 1,2,3 and Logistics 1,2)***

Description:

There are a number of governmental organizations that use geographic regions to administer their programs and provide their services. The Virginia State Police administers its law enforcement services through seven geographic districts (these are also the seven homeland security regions). The Commonwealth is further divided into 21 Planning District Commissions (PDC), and the Virginia Department of Health assists local health departments through an organization of 35 Health Districts. Even so, a Planning Capability Review revealed the need for enhanced planning across regional boundaries.

This initiative would contribute to a regionally coordinated system of emergency management throughout the Commonwealth. For instance, the VDOT hurricane evacuation plan that provides a system to move evacuees out of the hurricane risk jurisdictions would serve as a model or initial approach for evacuation planning in other densely populated areas vulnerable to other natural or man-made hazards. This common approach to issues of regional evacuation planning would result in reciprocal mutual aid agreements to provide regional host sheltering and evacuee services to displaced populations. Other actions that will be taken to achieve this initiative include:

- The Commonwealth will continue to develop regional disaster plans that support preparedness, response, recovery and mitigation efforts across multiple jurisdictions within Virginia and across state lines.
- The State and local governments will continue to conduct multi-jurisdictional and/or regional exercises annually that include coordination with Federal agencies and private and volunteer organizations, as appropriate.
- The operational regions are developing regional plans to support preparedness and response initiatives. Each region's plan will include profiles of infrastructure, critical facilities, and resources to support operations. Northern Virginia and Hampton Roads are conducting resiliency studies to augment planning efforts, and these studies will be conducted in the other regions in the future.
- The State will facilitate (quarterly) meetings across Virginia for agency employees and civilians in operational roles to train and discuss first responder issues.
- State-funded colleges and universities are now considered as separate jurisdictions and will develop and submit their emergency plans to VDEM for review (partially begun in 2007, fully implemented in 2008). The Local Planning Branch staff is working with colleges and universities to develop a standard functionally coordinated template for use in plan development and will help conduct planning workshops. It is anticipated that these institutions will want to participate in the emergency management program (plans review) as well. Related legislation has been recommended and internal and external resources are being identified for plan implementation.
- Included as part of the Governor's score card is a 10% increase each year on the number of local plans reviewed by VDEM. VDEM is also working to develop numerous templates for localities and others to use for the planning process.

Geographic Scope:

In order to facilitate regional emergency management planning, this initiative would be established through the seven VDEM regional offices, while leveraging resources that available through the PDCs, Virginia Department of Transportation, the Public Health Department, the State Police and other state agencies' District Offices.

Program Management:

Currently a dedicated full-time regional coordinator is assigned to each emergency management region to provide ongoing support in the design, development, analysis and implementation of comprehensive all-hazards emergency management programs at the local and regional levels. During normal operations, these field coordinators maintain a continuous dialogue between localities and VDEM central office staff to ensure State and Federal programs support and enhance development of comprehensive local emergency management capabilities. They also help to synchronize target and threat assessments, State planning, Federal funding and incident management activities between State agencies and localities. In addition, the regional coordinator provides feedback to VDEM senior staff, offering an opportunity to forge strong relationships with Virginia localities.

When major emergencies or disasters affect communities, the regional coordinators provide critical coordination of information and resources to those communities in order to alleviate problems and to promote a return to normalcy. This initiative would enhance the capability of the regional offices to deliver support services enabling a greater focus on preparedness activities to include coordinated planning, training and exercises on a regional basis by providing a dedicated regional emergency management planner for the full grant period and a dedicated regional emergency management trainer for the second year of the grant period in each of the seven regions. Initial funding support would be through DHS Grants and shift to a combination of EMPG and State funding at the end of the grant period.

VDEM would oversee the implementation of this initiative through its Local Support Services Division and regional coordinators in coordination with the Office of Commonwealth Preparedness and its regional working groups. Effectiveness of these local preparedness and regional planning collaboration efforts would be included in the annual statewide emergency management assessment conducted in cooperation with political subdivisions, private industry and other public and private entities deemed vital to preparedness, public safety and security. A report of this assessment is submitted to the Governor and the General Assembly by the first day of each regular session of the General Assembly.

Build sufficient shelter capacity and provide necessary resources for mass evacuations—for both the general population and special needs populations. (Target Planning 4, Evac 1; Mass Care 1,2; Citizen Prep 1)

Description:

Currently identified shelter space within the Commonwealth is insufficient to address the number of evacuees that would need to be sheltered due to a major terrorist event or natural disaster. In addition to insufficient shelters for the general population, shelter facilities and protocols for

special needs populations is also a key focus for the Commonwealth. No summary data exists for items such as current total shelter spaces available, type of shelter, GIS locations of shelters, or whether back up power is available at the shelters.

To address this issue, an assessment should be completed to:

- Identify and evaluate State owned, municipally owned, and non-profit assets--buildings, sports arenas, camps, open spaces suitable for placement of tents or trailers-- that could provide additional shelter capacity (Primary emphasis will be on sites capable of being Super Shelters)
- Identify accessible shelters to serve special needs populations (which ideally can be colocated with general populations shelters),
- Identify any special characteristics about the shelters that would limit their use under certain circumstances, and
- Develop a standardized set of data elements concerning essential shelter characteristics (including ADA requirements and other legal statutes) and establish a database capable of holding and manipulating such data.

Once the results of this study are known, additional planning and implementation steps will need to take place, including the development of regional sheltering plans and an overall statewide sheltering plan. A further step, after the necessary sheltering plans are developed, would be to plan and execute tabletop or functional exercises.

In addition to these actions, the following sheltering and evacuation initiatives should be, or are currently being, taken:

- VDEM is working with colleges and universities to identify facilities for shelters. With regard to planning, colleges are being treated like individual jurisdictions, and campus-related legislation made be recommended in the future.
- The Commonwealth will increase, by 10% each year, the number of back-up generators in public safety facilities and shelters for each region of the State.
- Assessments of shelter capabilities at State-supported colleges and universities is approximately 50% complete. Rounds 1 and 2 (from the coast up to 200 miles inland) have been completed and facility summaries are being drafted. Round 3 (200+ miles inland) assessments are ready to be scheduled.
- A regional transportation study is needed to identify evacuation requirements for special needs populations throughout the State. In particular, regions must identify the type and number of buses and/or equipment that will be needed to transport special needs individuals.
- Hampton Roads Emergency Management Committee (HREMC) is continuing to work on issues related to citizen evacuation from the Tidewater area. The Hampton Roads area is also continuing to study specific requirements of special needs population during large scale emergencies.
- Region V is focusing on completion of a special needs registry and integrating remaining nursing home/assisted living facility information and special needs information into WebEOC.
- To enhance evacuation and mass care plans, Region III proposes the following initiatives be taken:

- Train and exercise evacuation and shelter-in-place annually (State and local officials) including pets
- Organize efforts to complete plan and prioritize commitments.
- Continue development of transportation plans for evacuation
- Continue assessing and identifying shelters
- Work on developing the Rapid Registration and Tracking system for evacuees.
- Plan for re-entry of evacuees. From a sheltering perspective, the State needs to make the effort to move people out of shelters within 30 days.
- In order to ensure all evacuation/mass care plans for Region VII are complete, synchronized and exercised, the following initiatives will be implemented:
 - Catalogue existing plans and assess conflict
 - Resolve conflicts and develop resolution between NCR and NOVA plan
 - Develop a plan for evacuation corridor hwy improvements and needs
 - Strengthen and improve consistent messaging before, during and after an event
 - Regional exercises should take place at least once per year
 - Develop plan for mass care medical backup support exceeding 1, 000 persons
 - Develop regional plan for shelter of 1st responders
 - Support FEMA regions III evacuation planning
- In order to identify and attain the resources needed to provide mass care to its citizens, Region VII proposes the following initiatives be taken:
 - Increase grants and funding to purchase more generators
 - Attain the required volunteer personnel
 - Stock local and State PODs with food and water for 5,000 people
 - Establish advanced MOU's with privately owned transportation providers
 - Fund minimum of one functional approved state shelter
- To provide better care to individuals with special needs in particular, Region VII proposes the following initiatives be taken:
 - Define the term "special needs"
 - Assess the special needs population and create a registry after services have been established
 - Train first responders to work with individuals with special needs
 - Improve state fire code to require building owners adequate resources to evacuate special needs populations
 - Require VA insurance companies to reimburse localities for review and approval of private health and child care facilities and require annual exercises.
 - Require localities to exercise school lockdown and shelter-in-place annually

Geographic Scope:

Initially, two regional planning organizations can use the results of the FY 2006 investment: the Regional Emergency Management Technical Advisory Committee of the Hampton Roads Planning District Commission and the Council on Government from the National Capital Region. However, the overall geographical scope of this initiative is statewide.

Program Management:

In its State Homeland Security Plan, the Commonwealth identified *Protective Measures* (evacuation and sheltering), as one of its five highest priorities. Certain State and local facilities

have already been identified as shelter sites (such as university sports arenas and municipal convention centers). Facilities for special needs shelters must also be established, keeping in mind that collocation with general population shelters helps ensure compliance with certain Federal guidelines. The roles and responsibilities of opening, managing, and closing additional general population and special needs shelters are complex and should be based on detailed agreements and MOUs. The use of any State-owned asset for sheltering could be ordered by the governor under his existing authorities. Likewise, the governing body of a municipality can designate any municipal asset to be used as a shelter.

Promote personal preparedness in the Commonwealth (for the general population as well as special needs populations) through a variety of programs and mediums. (Target Citizen Prep 2)

Description:

This initiative seeks to provide citizens in all regions of the Commonwealth the access to information, training and services necessary to appropriately and practically safeguard their health and property (and to provide help to others) before, during and following emergencies. This initiative will focus in particular on the identification of additional outreach materials and the integration of these materials into existing education and training systems. The following actions will be (or are already being) taken as part of the initiative:

- Grant funds are now available to begin a State-wide advertising campaign to promote community preparedness. This campaign is being developed using multiple mediums (TV/radio spots, billboards, public services announcements, etc.) and a consultant has been hired to assist with the process.
- Ready Virginia Campaign will continue and expand its reach.
- The state-wide advertising campaign will be further developed and launched in the 2008-2010 period.
- Training exercises – VERTEX, VOPEX, and regional exercises – that involve emergency public information and warning will continue to provide opportunities for local citizen group participation.
- Several Virginia public schools already have preparedness programs, and Virginia has submitted a grant application to expand this program (although funds have not yet been allocated). Virginia's schools participate every year in a tornado drill run by VDEM, and the State has instituted formal Campus and Teen CERT programs – with two TTT trainings conducted, in addition to local Citizen Corps Programs already actively engaged with the school systems.
- The Preparedness in School Curriculum is part of the FY2007 SHSP package and will include a pilot program through which VDEM will assess the preparedness level of Commonwealth classrooms.

It is essential to focus on providing emergency preparedness training, education and activity engagement to special needs populations in particular. This initiative will engage special needs populations in the design and implementation of a statewide outreach, education, training and volunteer engagement plan that will provide appropriately for the safety and security of all Virginians regardless of circumstance. Virginia recently held a series of workshops in each homeland security region focusing on special needs populations. Emergency caretakers were the

primary attendees of these meetings and learned about personal preparedness and assistance measures. Virginia will continue to develop statewide programs and workshops such as the above as part of this initiative.

Geographic Scope:

This initiative affects the Commonwealth of Virginia and all seven homeland security regions.

Program Management:

State and regional level stakeholder planning sessions will take place to implement this initiative. Key stakeholder groups representing the emergency services disciplines, local governments, state agencies, non-profits, faith-based groups, service providers will include, but are not limited to:

- Virginia Department of Emergency Management
- Virginia Department of Health
- Virginia Department of Criminal Justice Services
- Virginia Department of Fire Programs
- Virginia Department of Social Services
- Citizens (including individuals with special needs)
- Organizations and groups supporting the special needs community
- Volunteer Organizations Active in Disasters
- Faith-Based Initiatives
- State and Local Citizen Corps Council and work groups
- The Red Cross and other non-profit organizations
- The Virginia Commission for National and Community Service
- Volunteer Centers of Virginia
- Virginia Crime Prevention Association

Strengthen the Commonwealth's Ability to Perform Critical Continuity of Government/Continuity of Operations Tasks (COOP Targets 1, 2, 3, 4, 5, 6, 7)

Description:

Building upon the momentum already established during the EMAP accreditation process and culminating with the award of full accreditation to the Commonwealth's Emergency Management Program, this initiative will seek to provide for continuity of essential governmental functions and services at the seat of government, across its three branches and throughout the Commonwealth. In particular, this initiative will focus on the following activities:

- The COG working group is currently enhanced protocols and procedures to evacuate leaders of each of the three branches of government.
- The Commonwealth will improve COOP/COG processes and procedures. Including alternate site activities.
- State agencies within the Commonwealth are each developing a COOP plan to be updated annually (and certified by the Emergency Management Accreditation Program).
- The Commonwealth will coordinate with businesses and applicable private security organizations on the specific roles and restrictions of private security during heightened criminal alerts and catastrophic events. Virginia is also working to develop a POC for local businesses, although some legal issues stand in the way of this recommendation.

- A statewide alert and notification system should be integrated with existing local and State systems to ensure the timely warning and dissemination of protective action guidance to the capitol complex and the surrounding population.
- The Commonwealth will work to ensure terrorism and catastrophic event insurance is available to private sector organizations.
- The draft IT business continuity plan will be implemented and tested with emergency responders both inside and outside of Virginia. An annual review of the plan will be a permanent part of the information technology security program. (this is being put in VERTEX and CYBER Exercise)
- The Commonwealth will develop a planning template (tool kit) to assist the private sector in risk management and COOP. One or more members of this task force should work to develop a template for the private sector (with special consideration for small businesses) that would feature “Five Easy Steps to Emergency Preparedness.” The template could be refined by the full task force and submitted to the State for publication on its website. The Commonwealth could print this plan in a cost-efficient manner and distribute it statewide through community offices of emergency preparedness or through local Chambers of Commerce. Also, “Five Easy Steps to Emergency Preparedness” could be one of the information sheets inserted in packages for new business owners in Virginia communities and distributed by the Commonwealth when companies certify in any of the special initiatives, including certifications through the Department of Minority Business Enterprise and the Virginia Department of Business Assistance. In addition, this information sheet could be a part of any package that is prepared for seminars or workshops that may evolve as a result of these recommendations.

In addition, the initiative would maintain the program’s momentum by securing the services of experience COOP consultants to assist with plan development, plan assessment, delivery of training, development of resource management and incident management techniques. In particular, the proposed consultants would provide the following deliverables:

- An assessment of existing agency/facility emergency response, recovery and continuity of operations plans with priority given to the State Capitol Complex.
- A comprehensive, coordinated and overarching Emergency Response, Recovery and COOP Plan for the State Capitol Complex to include identification of alternate facilities and back-up systems.
- A profile of existing infrastructure that services the Capitol Complex that will be used to support response and recovery operations, as well as development of prevention/mitigation initiatives.
- A plan in coordination with the appropriate local, State, and Federal agencies to effectively manage personal items removed from people and facilities impacted by the event that incorporates the necessary chain of custody and security measures.

Geographic Scope:

The effect of this initiative will greatly enhance the disaster preparedness of the State Capitol Complex, City of Richmond, Richmond Metropolitan area and state agencies throughout the Commonwealth contributing immensely to continuity of essential functions and services of State government. The physical boundaries of the Capitol Complex are primarily defined as Broad Street to the north, Main Street to the south, I-95 to the east, and Eighth Street to the west.

Located just outside the boundaries of the Capitol Complex are the City of Richmond administrative offices, Federal Court facilities, the VCU/MCV Hospital Complex, and major retail/office buildings.

The State Capitol Complex is the seat of government for the Commonwealth and as such contributes significantly to the social, political, and economic fabric of the City of Richmond and the entire State. It is comprised of several buildings with historical and architectural significance and has an estimated employment of approximately 13,000 people (not including tourists or service providers).

Program Management:

VDEM has program responsibility for Continuity of Operations Planning while the Office of Commonwealth Preparedness (OCP) is the focal point for strategic preparedness initiatives, program assessment/review and policy development. Stakeholders' participate through membership in the Secure Commonwealth Panel, an advisory board to the Governor, which monitors and assesses the implementation of statewide prevention, preparedness, response, and recovery initiatives and where necessary reviews, evaluates and makes recommendations relating to emergency preparedness of government at all levels in the Commonwealth. The Panel is chaired by the Assistant to the Governor for Commonwealth Preparedness with membership from non-legislative citizens; members of the House of Delegates; members of the Senate of Virginia; the Lieutenant Governor; the Attorney General; the Secretaries of Commerce and Trade, Health and Human Resources, Public Safety, and Transportation; local first responders, local government representatives; physicians with knowledge of public health; and members from the private sector.

The VDEM Planning Division, which consists of a program manager, one full-time planner and one part-time planner, has program responsibility for State emergency operations and COOP. This initiative would strengthen the program by funding two additional full-time planning positions during the period of the grant to advise and assist the Judicial Branch, Legislative Branch, Independent agencies/commissions and the 112 Executive Branch Agencies with COOP plan development and administration of the State COOP program.

Build upon existing critical resource capabilities and increase catastrophic logistic preparedness measures taken at the State and local levels (Targets Planning 2; COOP 3, 4, 6; Logistics 2)

Description:

This initiative will enhance resource management capabilities through the following mechanisms:

- Training of the nontraditional State agency personnel, local agency personnel, and volunteers.
- Development of a feedback mechanism for public agencies and private contracted vendors to provide a two-way information flow.
- Standardization of resources through use of NIMS typing procedures.
- Development of an accessible and user friendly single operational landscape to support decision makers in planning for, responding to and recovering from an emergency.

- The development of a secure web-based Geographic Information System (which will be teamed with GPS and RFID technology) will make the deployment and recovery of critical resources more efficient. The Virginia Department of Emergency Management, the Virginia Information Technology Agency and the Virginia Department of General Services will assist with programming data, purchasing needs and the exercise capabilities to test this system as it's developed. Data to be entered into the databases will come from all entities in the Commonwealth as well as from the private vendors under contract for emergency services within the State.
- Development of logistics plans for each site, to include pre-purchased and pre-stocked food, water, bedding, and sundry items.
- Standardization of resource acquisition methodology and training programs
- Leveraging of State pre-contracted resources.

In several of the regional meetings, localities inquired about a resources list available to law enforcement officials regarding types of equipment recommended or available for specific needs as well as sources for purchasing the equipment. A similar type of resource list for CBRNE, communications, and other equipment would be helpful and would help meet standards for technology and equipment. In addition, the State has been requested to explore ways for volunteer organizations (Fire/EMS) to be able to purchase equipment from state contracts.

Many localities also expressed a need for State assistance in developing blanket MOUs for access to military equipment or other resources during times of emergency. One locality provided the example that during a flood the equipment to remove debris was owned by a military installation within walking distance of the incident, but the locality was not permitted to use that equipment.

Geographic Scope:

All localities within the Commonwealth of Virginia will benefit from this initiative and will have access to the above referenced database. This system will be utilized by the Statewide Mutual Aid (SMA) program during all phases of incident management.

Program Management:

This Investment will support all aspects of the Commonwealth of Virginia Secure Commonwealth Initiative Strategic Plan, particularly Appendix K of the Plan. It will enhance preparedness, response and recovery capability and will support the objective to develop consistent, integrated and coordinated regional disaster plans through collaboration of regional response information. The Commonwealth will utilize the following agencies in the management of this proposed program:

- Virginia Department of Emergency Management (VDEM)
- Virginia Department of General Services (DGS)
- Virginia Information Technology Agency (VITA)
- Other Virginia State Agencies as needed
- Local and County Agencies directly and indirectly affected by the proposed program
- Outside Private Contractors either already under contract or to be contracted through the
- RFP and Bidding Processes
- The Management Teams will be as listed below:
- Executive Oversight & Management Team- VDEM, DGS, VITA

- Planning and Implementation Team
- Training/Exercise Teams

E. Resources

Resources Expended in FY 2007

CCP Fact Sheet

All grant recipients must register their Citizen Corps Council on the Citizen Corps website, and manage their program and contact information listed on the site. In FY 2007, DHS allocated **\$328, 817** to Virginia for this program from the CCP grant funds and **\$500,000** from SHSP.

All financial reporting requirements for CCP funds are detailed in the grant guidance. The Virginia SAA, Department of Emergency Management, must coordinate the financial, programmatic, and administrative issues relating to the Citizen Corps mission with the State Citizen Corps mission with the State Citizen Corps Program Manager.

Shelter enhancements including development of a shelter tracking system and enhancing three shelters in central Virginia funded with SHSP at **\$2,000,000**.

Outreach funding to support Ready VA in statewide and some local initiatives **\$750,000** from 2006 and 2007 SHSP funds.

Multi-state Mass Care and Evacuation Planning: Virginia will join with Maryland, New Jersey, Pennsylvania, Delaware, West Virginia and the District of Columbia to establish a coordinated catastrophic disaster plan. The plan will build upon existing state and National Capital Region plans to develop a regional approach to evacuation and mass care.

\$84,500

Future Resources Required

Need info here